



**VIRGINIA DEPARTMENT OF SOCIAL SERVICES
DIVISION OF FAMILY SERVICES**

REQUEST FOR PROPOSALS

For FY 2007 funding under the

CHILD ABUSE AND NEGLECT PREVENTION PROGRAM

RFP NUMBER: SVC-06-046

Application Deadline: 5:00 p.m., Thursday, March 30, 2006

**An optional pre-proposal conference will be held from
10:00 a.m. – 12:00 noon, February 27, 2006 in Henrico County at the
Forest Office Park
Wythe Building, 2nd Floor
1604 Santa Rosa Road
Richmond, Virginia 23229**

REQUEST FOR PROPOSALS (RFP)

RFP NUMBER: SVC- 06-046
ISSUE DATE: February 17, 2006
TITLE: Child Abuse and Neglect Prevention Program
COMMODITY CODE: 952-17
LOCATION: Statewide
INITIAL CONTRACT PERIOD: July 1, 2006 - June 30, 2007
PROPOSAL DUE DATE AND TIME: **March 30, 2006 (5:00 p.m.)**

ISSUING AGENCY: Commonwealth of Virginia
Department of Social Services
Division of Family Services
Child Protective Services, 4th Floor
7 North Eighth Street
Richmond, Virginia 23219-3301

Sealed proposals for furnishing the services described herein will be received subject to the conditions cited herein until the Proposal Due Date and Time shown above. **PROPOSALS RECEIVED AFTER THAT TIME WILL BE RETURNED WITHOUT CONSIDERATION.** Send or hand deliver all proposals **(not scanned or regenerated pages)** directly to the issuing agency shown above. **DO NOT FAX OR EMAIL.**

In Compliance With This Request For Proposals, As Published By The Department, And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services Described In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

(Name of Organization)

(Street Address)

(Street Address)

(City) (State) (Zip Code)

FEI/FIN #: _____

Date: _____

By: _____
(Signature in Ink)

Name: _____
(Printed or typed)

Title: _____

Telephone: _____

Facsimile #: _____

E-Mail: _____

An optional pre-proposal conference will be held on Monday, February 27, 2006 at 10:00 a.m. until 12:00 noon in Henrico County at the Wythe Building, 2nd floor, Forest Office Park, 1604 Santa Rosa Road, Richmond, Virginia 23229. (Reference: Section VII herein).

All requests for information should be directed to Marion Baker, Child Protective Services Program Coordinator, at the address above or by telephoning (804) 726-7954,

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

TABLE OF CONTENTS FOR RFP #SVC-06-046

<u>SECTION</u>	<u>PAGE</u>
<u>I. PURPOSE</u>	<u>1</u>
<u>II. BACKGROUND</u>	<u>1</u>
<u>III. STATEMENT OF NEEDS</u>	<u>2</u>
<u>IV. PROPOSAL PREPARATION & SUBMISSION INSTRUCTIONS</u>	<u>5</u>
<u>V. EVALUATION AND AWARD CRITERIA</u>	<u>14</u>
<u>VI. REPORTING AND DELIVERY REQUIREMENTS</u>	<u>17</u>
<u>VII. PRE-PROPOSAL CONFERENCE</u>	<u>20</u>
<u>VIII. GENERAL TERMS AND CONDITIONS</u>	<u>20</u>
<u>IX. SPECIAL TERMS AND CONDITIONS</u>	<u>26</u>
<u>X. METHOD OF PAYMENT</u>	<u>29</u>
<u>XI. ATTACHMENTS</u>	<u>31</u>
A. ACTIVITIES/OUTCOMES FORM	
B. ITEMIZED BUDGET	
C. FEDERAL PROGRAM ASSURANCES AND W-9 INSTRUCTIONS	

- C.1 W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER(S) AND
CERTIFICATE**
- D. GENERAL CERTIFICATION**
- E. CERTIFICATION REGARDING LOBBYING**
- F. CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**
- G. CERTIFICATION REGARDING ELECTRONIC REIMBURSEMENT**
- H. FUNDING HISTORY**
- I. RFP CHECKLIST**
- J. DIRECTIONS TO PRE-PROPOSAL CONFERENCE**
- K. DIRECTIONS TO VIRGINIA DEPARTMENT OF SOCIAL SERVICES**

I. PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit sealed proposals to award grants to public and private non-profit, incorporated agencies and organizations in Virginia for the provision of child abuse and neglect prevention services. Organizations and agencies that are pending incorporation and/or pending approval of the 501(c)3 status of the IRS code as of March 30, 2006, are **not** eligible to apply.

II. BACKGROUND

Funds will be used to develop a variety of programs aimed at **PREVENTING the factors causing child abuse and neglect**. Priority will be given to funding new programs or programs that have been operating less than three years. It is expected that communities will assume long term maintenance of programs. Programs designed to have an impact on a statewide basis in preventing child abuse and neglect may also apply.

Funding for this program will come from the Virginia Family Violence Prevention Program (VFVPP) for Child Abuse and Neglect Prevention, and from the Community-Based Child Abuse Prevention Program (CBCAP).

The VFVPP Child Abuse and Neglect Prevention Program was established in 1982 for purposes stated in the *Code of Virginia*, § 63.2-1502.3: ***To assist in developing programs aimed at discovering and preventing the many factors causing child abuse and neglect.*** The program is focused on primary and secondary child abuse and neglect prevention – preventing child abuse and neglect before it occurs.

The Department of Social Services receives the federal CBCAP Grant for child abuse and neglect prevention from the Office on Child Abuse and Neglect (OCAN), Administration for Children and Families, U.S. Department of Health and Human Services, under Section 201 of Title II of the Child Abuse Prevention and Treatment Act (CAPTA). The federal catalog number is CFDA 93.590. CBCAP funds will be awarded in accordance with the provisions of the federal CBCAP Program Grant.

The total funding for FY 2007 includes \$500,000 that is anticipated to be available in state funds from the VFVPP for Child Abuse and Neglect Prevention and \$600,000 in federal CBCAP funds. Awards under either of the two funding streams included in this RFP are contingent on the availability of the funds.

A **25% cash** match from non-federal sources (federal funds cannot be used as match) is required for programs awarded CBCAP funds. Programs awarded CBCAP funds must participate in peer reviews.

A **25% cash or in-kind** match from non-federal sources is required for proposals awarded VFVPP funds. Programs awarded VFVPP funds may also be requested to participate in peer review.

Contracts will be awarded for a one year period (FY 2007) beginning July 1, 2006 and ending June 30, 2007.

III. STATEMENT OF NEEDS

Under the Virginia law, an abused or neglected child is any child under 18 whose parent, or any other person responsible for the care of the child:

- causes, or threatens to cause, a physical or mental injury except for an accident;
- fails to provide adequate food, clothing, shelter, or medical care;
- abandons the child;
- fails to provide the kind of supervision necessary for a child's age or level of development; or
- commits, or allows to be committed, any sexual act involving the child in violation of the law - including incest, rape, fondling, indecent exposure, prostitution or allows the child to be used in any sexually explicit visual material.

The funds for this program are to be used for **prevention services**. **Funds cannot be used for treatment services**. Within the framework of providing services for preventing child abuse and neglect, the following are the objectives for this funding:

- Initiate and strengthen evidence-based programs aimed at **primary** and **secondary** child abuse and neglect prevention. Primary prevention programs are programs comprised of activities or services directed to the general population, to the community at large and to families or children to keep child abuse and neglect from happening before it has occurred. Secondary prevention programs are programs comprised of activities or services directed at identifiable populations at high risk of abusing or neglecting their children unless specialized services are provided. These programs intervene prior to or during the early warning signs of family stressors that can lead to child abuse and neglect.
- Provide education and early, comprehensive support services to assist parents in acquiring parenting skills;
- Reduce inappropriate expectations parents have of children by increasing knowledge of child development and appropriate child rearing/child management skills, and by enhancing parent/child interaction, communication and bonding;
- Increase parents' capacity to cope with added stress when caring for children with special needs;
- Develop self-help groups and other needed services to prevent family dysfunction, isolation, and to increase peer support;
- Utilize early developmental screening of children to assess the needs of children and to identify the types of supports to be provided;
- Provide outreach services, community referral services, and follow-up services as part of prevention program.

The desired high level outcome is *To reduce child abuse and neglect in Virginia.*

Interim outcomes are sought in: *improvement in parent-child interaction; improvement in parenting knowledge and behavior; healthy child development; parent's knowledge of and ability to meet child's developmental needs; children's safety; and increasing general knowledge within the community of abuse/neglect indicators, community resources, best practices and current issues.*

Programs providing direct services should be comprehensive enough, and contacts with families should be sustained long enough, to make a substantial difference in the program's specified goals and objectives.

Programs should clearly describe the rationale for the proposed approach for the prevention of child abuse and neglect. **The program evaluation should clearly and directly address the expected outcomes for the services provided.** Emphasis will be placed on outcome-based program evaluation.

Priority consideration will be given to funding effective evidence-based prevention programs serving young parents or parents with young children (0-6) and low-income communities.

Programs are expected to coordinate resources among a range of existing public and private organizations; and to foster understanding, appreciation, and knowledge of diverse populations in order to effectively prevent child abuse and neglect.

Interdisciplinary, collaborative public-private partnerships and involvement of parents as full partners are important elements in developing a continuum of preventive services for children and families.

Community programs must refer families as needed and appropriate to other services, when available in the community, such as: early care and education (such as child care and Head Start); respite services; job readiness and counseling services; education and literacy services; nutrition education; life management skills training including programs that promote healthy relationships; programs that support fatherhood initiatives; peer counseling and crisis intervention, and family violence counseling; health (including prenatal) care; mental health services; substance abuse treatment; and services to support families of children with disabilities. Collaboration and coordination with other community agencies (including faith-based organizations) and with programs funded under this RFP is an expectation.

Emphasis is on programs that receive direction from an interdisciplinary structure with balanced representation from private and public sector members, parents, and public and private non-profit incorporated service providers (including private nonprofit incorporated faith-based organizations).

Community participation in the design and commitment to the operation of the program, along with the involvement of health and social service professionals in the community, are prerequisites for establishing programs. This commitment is demonstrated through participation of service providers and community residents in the development and planning of the program. Community commitment to the operation of the program is

demonstrated by on-going linkages to other programs and agencies serving women and children, as well as through local financial contribution toward the program's budget. Programs should encourage outreach to families in the community, participation of volunteers and community involvement that supports the children and families in the program.

From another perspective, services must be designed with the particular environment of an individual community in mind. Approaches that encourage male involvement and responsibility in raising healthy children are an essential part of programs. Programs and services should also promote healthy relationships between parents and between parents and children.

Services must be culturally relevant. This means that the staffs understand, acknowledge and respect cultural differences between themselves and their clients, and that the materials used in the program reflect the cultural, linguistic, racial and ethnic diversity of the populations served.

Within the framework of providing child abuse and neglect prevention services, the following is a list of high priority populations and/or service designs (program types) for this RFP:

1. Establishment of community-based parenting centers offering a range of parenting education and parent support services.
2. Programs for new parents that provide information on child development, appropriate discipline and parenting skills and support the new family/parent as they cope with parenting. These programs can include programs serving teen parents, single parents, both parents, mothers or fathers.
3. Parent Education Programs that provide information on child development, appropriate discipline, and parenting skills so that children may be raised in a nurturing environment. Parent Education Programs that choose the format of "classes" for service delivery should consist of a minimum of six (6) classes per series.
4. Parenting Self-Help or Support Programs that offer support and information to help parents deal with stress or crisis. Short term respite or temporary crisis nursery care for families with children with disabilities, chronic, or terminal illnesses are some examples of service components that may be part of such a program.
5. Programs for School Age Children that stress awareness, education, skill building and training in order to assist children in preventing abuse and neglect.
6. General Community Awareness/Education Programs that enable the general public to become more aware of the problem of child abuse and neglect and involved in the prevention of child abuse and neglect. Public information activities that focus on healthy and positive development of parents and children and promote child abuse and neglect prevention activities.

7. Establishment of community-based local or regional interdisciplinary task force/teams including representation from parents and the private sector, to plan, develop, implement and oversee model child abuse and neglect prevention programs in the community. These public-private partnerships will foster the development of a continuum of prevention services for children and families.
8. Implementation and/or expansion of demonstration/model child abuse/neglect prevention programs.
9. Statewide initiative programs designed to have an impact on a statewide basis in preventing child abuse and neglect. Activities should complement existing statewide or local programs.

Additional specific requirements of this program are as follows:

- programs must link funded services to a community needs assessment, identify unmet need(s) to be addressed and report on how services address the unmet needs;
- programs must provide consumer satisfaction data;
- programs must report on establishment or maintenance of innovative funding mechanisms that blend Federal, State, local and private funds;
- programs must report on innovative, interdisciplinary service delivery mechanisms for development, operation, expansion and enhancement of services;
- programs must ensure and report on the meaningful involvement of parents in the on-going planning, implementation, and evaluation of the funded program/services.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

Applicants may submit only one proposal per agency in response to this RFP. The application is due no later than 5:00 p.m., Thursday, March 30, 2006.

The maximum award to each applicant providing local or regional services may not exceed \$50,000. The maximum award for statewide services is variable. Offerors may not apply for more than the designated funding limit, but may apply for less if the same program goals can be accomplished with a lesser amount of funding. (No additional points or consideration will be given simply because the requested amount is lower than the designated limit.)

These are competitive proposals and only the highest quality proposals will be awarded funding. A minimum of 25% match (award divided by 3) is required. The type of match (cash or a combination of cash and/or in-kind matching) will depend on the source of award funds. The Department will decide on the funding source(s) that will be awarded. *Any funds designated as matching funds are to be used with the same guidelines as the awarded funds.*

Proposals submitted electronically (on-line) or faxed will **not** be considered. Proposals received after the deadline will **not** be considered. Offerors requesting funding must send or hand deliver one completed proposal with original signatures and five complete copies with original signatures to:

Marion Baker, Program Coordinator
Child Protective Services Unit
Virginia Department of Social Services
7 North 8th Street, 4th Floor
Richmond, Virginia 23219

Copies of this Request for Proposals, including the necessary forms and instructions, may be downloaded from the DGS/DPS eVA web site (www.eva.state.va.us) or from the VDSS website. The VDSS web site may be accessed at www.dss.state.va.us. Click on *Grants*. Select the *Child Abuse and Neglect Prevention RFP Number SVC-06-046*. Award notices will also be published on this website.

If you have additional questions regarding the application, please contact:

Marion Baker, Program Coordinator (Telephone Number (804) 726-7954)
Child Protective Services Unit
Division of Family Services
Virginia Department of Social Services
7 North 8th Street, 4th Floor
Richmond, Virginia 23219
Email addresses: marion.baker@dss.virginia.gov

A. GENERAL INSTRUCTIONS

1. RFP Response: Public and private non-profit incorporated agencies or organizations located in Virginia are eligible to apply for these funds. In order to be considered for selection, offerors must submit a complete response to this RFP to the issuing agency. **One complete blank copy of this Request for Proposals (RFP) must be returned with the original proposal. One (1) original and (5) copies of each proposal must be submitted to the Virginia Department of Social Services with original signatures on the front page of all six of the proposals.** The original proposal shall be so marked. No other distribution of the proposal shall be made by the offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors' proposal.
- d. Proposals must be typewritten and double spaced on 8 ½" by 11" white paper, in type no smaller than 12 characters per inch.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be included in that single volume. All pages of the proposal should be numbered.
- f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

B. SPECIFIC PROPOSAL INSTRUCTIONS:

Proposals should be as thorough and detailed as possible so that the Virginia Department of Social Services may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal in the order listed:

1. RFP COVER SHEET

Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.

2. RFP CHECKLIST

3. PROJECT ACTIVITIES/OUTCOMES NARRATIVE

A narrative that does not exceed 11 pages, double spaced, shall be submitted and must be organized in a manner that clearly addresses each of the following, in the order listed. Each section of the narrative named below should be clearly labeled (for example: **Description of Applicant Agency**). Narratives that are concise and specific will be viewed most favorably.

A. Project Summary (limit ½ page) Project Summary - A descriptive summary of approximately 100 - 150 words stating how the funds will be used. Please be specific. Include the target population, numbers to be served, a description of what will be provided, and any staff positions funded. The summary should be suitable for publication in a report describing all of the funded projects.

B. Description of Applicant Agency (limit 1/2 page) - This section must include information on the purpose and goals of the agency, the number and type of people served, geographic areas served, organizational structure including number and type of staff; programs, activities, or previous programmatic accomplishments; and effective use of existing community resources.

C. Need for the Project (limit 1 page) - Applicants must provide a clear statement of the unmet need that the project will address in the geographic area to be served. Linkage should be made to unmet need(s) identified in existing community-based needs assessments and prevention plans such as the plan for prevention services developed through the Promoting Safe and Stable Families Program, local Prevention Coalition, or other interdisciplinary structure. Explanatory information such as demographics, child abuse and neglect statistics, community characteristics, lack of similar resources, client needs, and the expected impact of the proposed project on the problem should be included. Needs assessments that incorporate input from the target population are expected.

It is important that prevention services are planned and implemented in a manner that reflects a community-based, comprehensive approach that best meets the needs of citizens. A comprehensive planning process represents a

collaborative approach involving people from all sectors of the community including the population to be served. It assumes that all forms of diversity are represented, and that the process is a very public, deliberative one. There are many models for comprehensive community prevention planning. Many grant funded programs in the Commonwealth require such a plan. The Promoting Safe and Stable Families planning process is just one example.

A brief summary of the needs assessment process and the findings of the community assessment relevant to prevention of child abuse and neglect and the proposed program - must be included. These findings must link to the desired outcomes sought and the objectives and strategies to be implemented. What are the unmet needs to be addressed by this proposal? The rationale and research basis for the proposed approach to prevention of child abuse and neglect must be explained.

Proposals must also state whether the proposed project is new or already existing. Describe why this is or will be a cost effective approach to the prevention of child abuse and neglect. If the proposed project is a continuation of existing services, information about previously existing financial resources should be cited such as source, amount and reason funds were terminated or insufficient. Programs should state what attempts have been made to secure other funding sources. Information such as numbers served, cost per client, impact of the project on the problem, and the need for continuation should also be addressed by ongoing projects.

D. Project Goals and Objectives (limit 2 pages) - Clearly define and discuss project goals and objectives. Goals are broad statements that define the general thrust of the project. For example, the goals of a parent education program may be to increase parents' capability to effectively raise their children, or to increase parents' capacity to cope effectively with parent-child conflict. Objectives are specific, measurable **outcomes** of your project. What difference will occur in the lives or behavior of participants, relevant to child abuse prevention, as a result of the proposed services? For example, one outcome objective for parent education may state that 80% of parents completing the Parenting Program in 2006-2007 will have an accurate understanding of parenting practices as measured by the corresponding post-test. Objectives have several crucial elements. First the desired result must be identified (i.e., reduced family stress, improved knowledge of child development.) Second, the criteria by which we know we have achieved the desired result must be specified (i.e. 75% of families served will report increased access to social support as measured by (name the evaluation measure), 80% of parents will score at least 80% correct on the x child development test). Finally the time frame in which the objective must be met is specified (i.e. by the end of the parenting class series during fiscal year 06-07). These goals and objectives will help to complete the Overview of Activities/Outcomes form (Attachment A).

E. Services/Implementation Strategies (limit 2 pages) - Describe the services to be provided, how the services will be provided to specific groups or individuals, where, when, how often, and who will provide them. Applicants are strongly encouraged to utilize evidence (research) based programs. Describe concrete

criteria by which success of the service will be demonstrated and any necessary planning activities. Also include a description of needed supplies or equipment. Describe how these strategies/activities will coordinate and link with other prevention efforts in the community. Again, be clear about the reasons for selecting the proposed services as a means for preventing child abuse and neglect.

If the service is subcontracted, identify the subcontractor, provide their tax exempt number, and provide the details of the subcontract arrangement including the time, frequency, location of services, and number of persons to be served. Submit a copy of the written agreement between the applicant and subcontractor.

F. Target Population, Numbers Served, and Geographic Area Served (limit 1 page) - Identify and describe the target population, numbers to be served (overall and for each activity/service) and the geographic boundaries of service delivery. Why has this particular population been chosen for these child abuse and neglect prevention services? How do these services specifically address the needs of the target population in the prevention of child abuse and neglect? Describe in detail, how clients will be selected or recruited (for example: What criteria will be used? What will be done? Who will recruit? When will recruitment take place? What outreach will be made to diverse populations such as minorities, families with children with disabilities, or other underserved groups) and discuss techniques that will be utilized to maintain client participation in the program.

G. Parent Leadership and Involvement (limit 1/2 page) - Describe the meaningful involvement of parents in the development, implementation and evaluation of programs and services. Parent involvement should help with the development of parents as leaders. For example, are parent representatives on advisory boards or committees, participating in designing or delivering programs or services, providing input into how services can better meet the needs of parents, providing input on evaluation design, marketing the program, etc. The application **must** include a strategy or strategies for meaningful parent leadership and involvement in the development, implementation and evaluation of the project.

H. Description of Staff and Responsibilities (limit ½ page) - Identify the staff responsible for service provision/project coordination. Provide the number, positions, and qualifications of staff, paid and/or volunteer, who will be involved in the project. Discuss the methods used to monitor staff performance. (If the service is subcontracted, provide the name, qualifications and experience of proposed subcontractor.) Discuss how volunteers will be utilized, trained and evaluated. Attach job descriptions.

I. Collaboration and Coordination (limit 1 page) - Explain how partnerships will be formed among local organizations involved with the implementation of this program. Describe the community systems, organizations and networks with which the program works to develop and coordinate child abuse and neglect prevention services in the community and organization. Emphasis is on programs that receive direction from an interdisciplinary structure with balanced representation from private and public sector members, parents, and public

and private nonprofit incorporated service providers and individuals and organizations experienced in working in partnership with families with children with disabilities.

Attach a list of collaborative/coordinating agencies and include their role. Attach Interagency Agreements(s) or comparable document(s) demonstrating community collaboration in the planning and provision of child abuse and neglect prevention services.

J. Project Continuation (limit ½ page) - Explain the applicant organization's commitment to the program and present a plan for sustaining the project without these grant funds beyond June 30, 2007. Include a discussion of how resources will be allocated to the program, applications to other funding sources, volunteer efforts, incorporation into local government or parent organization budget, or other fund raising and resource allocation strategies that will prevent/alleviate dependence on this grant. **Describe any innovative funding mechanisms that will blend federal, State, local and private funds to support this program.**

K. Evaluation (limit 1 page) Applicants must present an evaluation plan that will demonstrate/measure **outcomes** relevant to the prevention of child abuse and neglect. Evaluation measures should address outcomes of services (changes in behavior/knowledge) in addition to process. What changes in participants will occur as a result of your program? The methods and criteria that will be used to qualitatively and quantitatively measure project performance and analyze results should be explained.

Describe an evaluation plan to measure the degree of success in accomplishing project goals and objectives. Describe and identify the measurable outcomes most important to children, families, and the community in the prevention of child abuse and neglect. Identify the strategies that will lead to those results. Additionally, describe indicators for each outcome provided. Describe how a project site evaluation will be conducted; how information will be captured, who will be responsible.

The evaluation plan should include a mechanism for ongoing review, record keeping, data collection, and analysis of cost effectiveness. Describe how services will be determined to be cost effective and will utilize/maximize community-based services and available resources.

L. Parent or Customer Satisfaction (limit 1/2 page) - The evaluation **must** include a strategy or strategies for assessing parent or customer satisfaction with the services provided and how an assessment of parent/customer satisfaction will be incorporated.

If a proposed project is a continuation of an existing program, a summary of previous evaluation results, including cost effectiveness and quantitative and qualitative analysis, should also be provided.

5. OVERVIEW OF ACTIVITIES/OUTCOMES FORM

Complete the project Overview of Activities/Outcomes, Attachment A to describe the project methodology. Duplicate Attachment A as needed. Detail the strategies and activities necessary to achieve the project goals, objectives and outcomes. Include target dates for the beginning and end of each activity, including planning activities and staff responsible. Specify any details for subcontracting. Identify target population, numbers to be served and units of service for each objective and activity.

6. PROPOSED BUDGET

Complete the Itemized Budget Sheet. Attach to the Itemized Budget Sheet a budget narrative that includes: a) description of each proposed expenditure and b) justifies the proposed expenditure by explaining the need for it. Dollar amounts for match must be thoroughly justified.

All expenses included in the application must be allowable under federal and state regulations, must be reasonable and necessary and apply directly to the project.

Complete all pages (1-5) of the Budget in Attachment B including the Budget Narrative and Match Documentation sheets for each budget period. Costs should be necessary and reasonable for carrying out the proposed work plan. If funds are being requested for salaries, specify positions, pay rates, and what is included in employee benefits. The total line item cost for equipment shall not exceed \$500.00 in the budget period. Explain how each line item cost was determined. Funds cannot be used to supplant existing funds that would otherwise be available for these services. Funds cannot be used to pay for salaries of existing county or city employees. **Indirect costs are not allowed.** Administrative costs must be *specific to the project* and justified by line item.

A **25% cash** match from non-federal sources is required for programs awarded CBCAP funds. Federal funds cannot be used as match.

A **25% cash and/or in-kind** match from non-federal sources is required for proposals awarded VFVPP funds.

Offerors providing an all cash match from non-federal sources enhance their chances for funding.

The budget must include a list of the match from non-federal sources and the source of match. For example, funds received from any state agency or passed through a local government could be federal funds. Therefore, the applicant should identify the *source* of the funds such as the federal Promoting Safe and Stable Families Grant administered by the Department of Social Services. The source of funds would then be federal and therefore not a match for this RFP. Match funds used for this RFP cannot be used as match for any other funding source. This funding award cannot be used as match for federal funds

When calculating the match divide the amount of the request by 3. The resulting number is the amount of the required 25% match.

Another method of calculating the required match amount is to divide the amount of the request by the difference between 100% and the match %, then subtract the amount requested from the figure obtained. For example, a 25% cash or in-kind match may be computed by dividing the amount of the request by .75 and subtracting the request from the figure obtained. A program requesting \$40,000 would be required to provide a cash or in-kind match in the amount of \$13,333 ($\$40,000 / .75 = \$53,333$ less the \$40,000 requested amount, for a match totaling \$13,333).

7. INTERAGENCY AGREEMENTS AND LETTERS OF SUPPORT

Effective provision of services for prevention of child abuse and neglect requires many resources. Through a community collaboration model, applicants must demonstrate the use of other community services in planning and service delivery. Please attach interagency agreement(s) or other comparable documents to demonstrate collaboration in planning and service delivery. If other agencies are specifically responsible for implementing portions of the activities shown on the Overview of Activities/Outcomes Form, a letter of support must be submitted from those organizations regarding those activities. A minimum of two current letters of support from organizations directly involved in the proposed program or activity must be included.

The complete application will include all of the following parts:

1. RFP Cover Sheet
2. RFP Checklist (Attachment I)
3. Project Activities/Outcomes Narrative
4. Activities/Outcomes Form (Attachment A)
5. Proposed Budget – must include both
 - a. Itemized Budget form (Attachment B) and
 - b. A clear explanation of expenses in narrative form.Failure to provide a budget narrative may result in rejection of the application.
6. Fiscal Officer Statement (with signature) certifying agency has sufficient funds to cover expenses on a quarterly basis as contracts are cost reimbursable
7. W-9 Form (with signature) (see Attachment C.1)
8. Current Letters Of Support (with signatures)
9. Interagency Agreements(s) or comparable document(s) demonstrating

community collaboration in the planning and provision of child abuse and neglect prevention services and list of collaborative/coordinating agencies.

10. Job Descriptions
11. Agency's Non-Discrimination In Employment Policy
12. Agency's Confidentiality Policy
13. Assurances Form Sf-424b (with signatures)
14. General Certification (Attachment D)
15. Signed Certification Regarding Lobbying (Attachment E)
16. Signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. (Attachment F)
17. Signed Certification to Receive Electronic Reimbursement (Attachment G)
18. Funding History (Attachment H)
19. Copy of the most recent program evaluation (applicants that received VFPVP or CBFRS/CBCAP funds in the last five years).
20. Other Required Attachments For Private Non-Profits:
 - a. Certificate of Incorporation or Certificate of Authority from the State Corporation Commission
 - b. 501 (c) 3 Certification from IRS
 - c. A copy of the organization's by-laws and/or mission statement to ascertain the eligibility of the applicant
 - d. List of the current members of the Board of Directors
 - e. Organizational chart
 - f. 2005-2006 fiscal year operating budget
 - g. 2004-2005 statement of actual costs including a listing of the sources of funding
21. One complete copy of the RFP must be returned with the original proposal.

V. EVALUATION AND AWARD CRITERIA

Proposals will be reviewed by a multidisciplinary committee of individuals who have expertise in areas such as: child abuse and neglect prevention, community-based family support programs, contracts management, parenting education, program administration, program development, or program evaluation. The review committee will make programmatic and budgetary recommendations for contract awards. The

recommendations for funding will be submitted to the Commissioner of the Virginia Department of Social Services or his designee.

To be considered for funding, proposals must first meet the stated objectives, general and specific requirements as outlined and published in this RFP. Proposals will be evaluated using the following criteria:

1. Content Adequacy (10 points)

- a. Concise and complete
- b. Realistic in scope
- c. Reflects an awareness of the state-of-the-art, “best or promising practices” and provides a good rationale for the selected approach relative to the problem.
- d. Demonstrates planning in all aspects (needs assessment, community collaboration, services provided, outputs, outcomes and budget)

2. Description of Applicant Agency Demonstrates Capability to Carry Out Proposed Project (10 points)

- a. Describes purpose and goals of the agency
- b. Specifies geographic service area
- c. Demonstrates effective use of community services
- d. Letters of support exhibit confidence that agency can carry out the proposed project
- e. Utilizes appropriate and qualified staff to implement the proposal
- f. Adequacy of past performance of agency and staff
- g. Applicant demonstrates capacity to achieve defined outcomes

3. Need for the Project Established (15 points)

- a. Community-based prevention plan indicates need for program
- b. Clearly defines the need and problem, the population to be served, and the rationale for the approach relative to prevention of child abuse and neglect
- c. Utilizes statistics and community characteristics to document need; utilizes literature/research to establish rationale for proposed approach to child abuse and neglect prevention
- d. Describes outreach activities to culturally diverse groups in the community
- e. Includes parent representation in program planning
- f. Letters from community agencies indicate project will meet a need.
- g. Identifies existing resources
- h. Specifies whether new or ongoing project
- i. Discusses past funding and accomplishments if project is ongoing
- j. Documents efforts to secure other funding

- k. Demonstrates lack of other funding to support project
- l. Ensures that unnecessary duplication will not occur
- m. New program or will serve a previously under served population or community

4. Description of Proposed Project (25 points)

Narrative Clearly Describes the Proposed Project and Identifies the Results and Benefits to be Derived from Implementation

- a. Goals and objectives are consistent with goals and objectives discussed in RFP
- b. Specifies services/activities to be provided
- c. Describes how strategies/activities will coordinate/collaborate and link with other prevention efforts in community.
- d. Uses measurable objectives
- e. Utilizes evidence based practice
- f. Demonstrates a plan to achieve and document outcomes
- g. Specifies target population and numbers to be served
- h. Describes client selection process and retention
- i. Demonstrates appropriate planning and collaboration
- j. Specifies needed resources
- k. Identifies time frames
- l. Specifies who (staff/volunteers) will provide the service: provides for qualified personnel to implement project
- m. Specifies location of service delivery
- n. Defines project impact
- o. Describes parent leadership and involvement in implementation

5. Evaluation Plan Measures the Degree of Success in Accomplishing Project Goals and Objectives and Achieving Outcomes (20 points)

- a. The evaluation plan measures project outputs (quantity) and outcomes (quality) of services.
- b. The evaluation plan utilizes researched-based instruments, when practicable.
- c. The evaluation of outcomes is based on the stated goals, objectives and activities.
- d. Specifies quantitative and qualitative evaluation methodology which includes process and behavioral outcome evaluation procedures.
- e. Establishes outcome measures to determine the degree of success in accomplishing goals and objectives and provides for an analysis of results.
- f. Describes how services will be determined to be cost effective. For ongoing programs, discusses extent to which services provided were cost-effective and provides analysis of results of previous evaluations.

- g. Utilizes ongoing review.
- h. Provides for parent/consumer input on satisfaction with services
- i. Involves parents in evaluation of program

6. Continuation of Project (5 points)

- a. Describes how project will obtain future resources for continuation and sustainability
- b. Identifies plans for seeking other funding
- c. Demonstrates potential for securing future funding from other sources and identifies at least two potential sources of support

7. Budget (15 points)

- a. Documents sources of cash and in-kind match
- b. Explains all costs in budget narrative and line item justification
- c. Demonstrates ability to maintain records and fiscal accountability
- d. All costs proposed are reasonable and consistent with proposed activities, outputs and outcomes
- e. Any administrative costs requested are directly linked to direct services in the budget narrative.

Consideration will also be given to the significance of the project to the locality and/or State, and the potential for replication. All offerors will be notified in writing of the final decision.

Award to Multiple Offerors: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations may be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offerors which, in its opinion, have made the best proposal, and shall award the contract to those offerors. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to the award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, Section 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

VI. REPORTING AND DELIVERY INSTRUCTIONS

Programs funded will be required to attend a meeting for all prevention contractors to be held during the first quarter of the contract period.

The contractor shall produce the following reports of activities and services:

A. Contractors shall submit:

1. **Quarterly reports** detailing progress made as compared to the completed work plan submitted with this proposal, along with an invoice for allowable expenditures, shall be submitted to the Department within 30 days after the end of each quarter. Quarterly reports will include:
 - a. A detailed description of activities and an assessment of the progress of the project compared to the Activities/Outcomes Work Plan; each goal, objective, and related strategies and activities shall be addressed;
 - b. Statistical information on the clients served;
 - c. Barriers to meeting objectives outlined in the work plan shall be reported and solutions to such barriers shall be explored and included in the quarterly reports;
 - d. Any changes in staffing shall be identified;
 - e. Identification of any particularly successful or unsuccessful project activities or components; and,
 - f. Copies of any materials that have been developed under the contract. (Materials produced under this contract must bear a statement that the project was supported by the Virginia Department of Social Services, and the appropriate funding source (either VFVPP or CBCAP).
2. **A final report** describing the cumulative activities of the contract shall be submitted to the Department within 30 days following the conclusion of the contract. The final report is separate from and in addition to the fourth quarter report and the other quarterly reports. The final report is a cumulative summary and evaluation of project activities and services over the entire contract period. It shall be in the same format as quarterly narrative reports and shall include:
 - a. An overall evaluation of the project including an assessment of whether the project's goals and objectives were met; whether desired outcomes were achieved; each goal and objective, as stated in the Activities/Outcomes Work Plan, shall be addressed. Parent leadership and involvement shall be addressed. Consumer satisfaction with the services provided shall also be addressed. Any innovative funding mechanisms that blend federal, State, local and private funds to support the program shall be described.
 - b. Any problems or delays that were encountered and how they were resolved;
 - c. An assessment of the program's effectiveness and the value to the client/community;
 - d. Efforts that have been made to continue the program past the contract period;

- e. Statistical information on clients served including:
- Number of adults, number of children and number of families receiving direct services;
 - Number of families with children with disabilities receiving services;
 - Number of families experiencing homelessness receiving services;
 - The number and percentage of participants who evaluated the services provided as being satisfactory or above;
 - The number and percentage of participants who evaluated the services as being less than satisfactory;
 - The number and percentage of participants who achieved the projected outcomes described when the proposal for funding was submitted;
- f. Copies of any materials that were developed under the contract.

Copies of each evaluation form completed by participants shall be made available to the Department upon request.

3. Duplicate reports and/or a document may be required by the purchasing agency for the purpose of disseminating any portions of the project which have been successful in a manner useful to other agencies or organizations in setting up a similar project or for evaluation purposes. The VDSS will assist the contractor in determining what information shall be included after receiving the final report. Reports submitted by the contractor may also be used in a peer review process at the state and/or local level.

4. A written report to the VDSS which shall be submitted within seven days indicating significant deviations from anticipated progress and/or problems associated with the delivery of services as agreed to by the purchasing agency and the contractor. Such report shall identify the deviations and/or problems, whether anticipated or actual, the effects of such on the performance under this contract, and a proposed plan for resolution.

5. Fiscal reports: All contractors shall produce the following quarterly fiscal reports:

- a. Quarterly invoice with original signature
- b. Quarterly financial report that includes monthly expenditures and documentation of matching funds, and a personnel expenses form that includes a breakdown by name, title, salary and specified benefits.

All contractors shall maintain appropriate programmatic and financial records that fully disclose the amount and disposition of VFPVPP and/or CBCAP funds received including: financial documentation for disbursements; time and attendance records specifying time devoted to allowable grant services and activities; participant files; the portion of the project supplied by other sources of revenue; and job descriptions. Records must be maintained that clearly show the source, the amount, and the

period during which the match was allocated. The basis for determining match value and volunteer services must be documented.

The contractor agrees to provide any additional reports that the VDSS may request by written notice to the contractor.

VII. PRE-PROPOSAL CONFERENCE

OPTIONAL PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference will be held February 27, 2006 from 10:00 a.m. to noon in Henrico County at the Forest Office Park, Wythe Building, 2nd Floor, 1604 Santa Rosa Road, Richmond, Virginia 23229 - (804) 662-7475. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Directions are found in Section XI, Attachment J.

While attendance at this conference will not be a prerequisite to submitting a proposal, those who intend to apply are encouraged to attend. **Please bring a copy of the RFP with you.** Any changes resulting from this conference will be posted on the VDSS website as a written addendum.

VIII. GENERAL TERMS AND CONDITIONS

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia Vendors Manual and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the Vendors Manual. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, § 2.2-4366). ADR procedures are described in Chapter 9 of the Vendors Manual. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious

belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their proposals, offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS:** By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this

solicitation, nor are they an agent of any person or entity that is currently so debarred.

- G. ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs

Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

- I. CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. PAYMENT:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
 - b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

- K. PRECEDENCE OF TERMS:** The following General Terms and Conditions VENDORS MANUAL, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor

accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or

- c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Vendors Manual. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.state.va.us) for a minimum of 10 days.
- R. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a

contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- S. NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

IX. SPECIAL TERMS AND CONDITIONS

- A. AUDIT:** The contractor agrees to retain all books, records, and other documents relative to this grant for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period. The applicant further agrees to comply with the organizational audit requirements of OMB Circular A-128, "Audits of State and Local Governments" or the Single Audit Act and OMB Circular A-133.

A Contractor who exceeds \$500,000 or more in combined federal funding is required at its expense to have an independent grant audit performed annually in accordance with the Single Audit Act and OMB Circular A-133. A copy of all audits must be forwarded to DSS within thirty days after receipt of the report by the institution or agency. The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report.

- B. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that DSS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- C. CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon thirty (30) days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract shall be terminated by either party, without penalty, after the initial 12 months of the contract period upon thirty (30) days written notice to the other party. Any contract cancellation notice

shall not relieve the contractor of the obligation to deliver and/or perform all services agreed to prior to the effective date of cancellation.

- D. CONTRACTOR AS INDEPENDENT CONTRACTOR:** During the performance of this contract, the Contractor shall be regarded as an independent contractor and not as an agent or employee of the Commonwealth of Virginia or the Purchasing Agency. The Contractor shall be responsible for all its own insurance and federal, state, local and social security taxes.
- E. CONFIDENTIALITY:** Any information obtained by the contractor concerning recipients of services under this grant shall be treated as confidential in accordance with relevant provisions of State and federal law.
- F. CONTRACTOR PERFORMANCE:** The purchasing agency may monitor and evaluate the contractor's performance under the contract through analysis of required reports, expenditure statements, site visits, peer reviews, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the contractor's services or operations, audit reports, and other mechanisms deemed appropriate by the purchasing agency. Performance under this contract shall be a primary consideration for extension of this contract and may be a consideration in future contract awards and negotiations.
- G. EQUIPMENT:** Total requests for equipment costs in excess of \$500.00 per contract are not allowed. Equipment purchased under the terms of this contract shall be limited to equipment indicated in the attached budget. Equipment purchased under this contract shall be retained by the contractor during the period of performance of the contract. Ownership of equipment purchased under this contract may revert to the Purchasing Agency at the end of the contract period when ownership is requested by the Purchasing Agency in writing. No depreciation or use charges on equipment purchased under this contract shall be claimed on this or any future contract with the Commonwealth of Virginia or any of its agents.
- H. FISCAL ADMINISTRATION:** These funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.
1. A contract will be signed between the Virginia Department of Social Services and the local administrator of the applying agency upon granting of an award. Upon approval of the contract, the contractor will be reimbursed for expenses on a **quarterly** basis according to the terms of the contract. Therefore, the applicant agency must be prepared to pay expenses as they are incurred and then submit expenditure statements/request for funds on a **quarterly** basis to the Department of Social Services for reimbursement. **The fourth quarter invoice shall be submitted in the following manner:** One invoice must be received for the months of April and May only. This invoice must be received by the Department of Social Services no later than June 6. An invoice for June expenditures shall be submitted separately no later than July 10. The contractor should allow 30 days from the time expenditure

statements/request for funds are received by the Department until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date errors are corrected.

2. The applicant will be required to maintain adequate accounting records to support all requests for reimbursement. These records shall be available for review by the State.

- I. **OBLIGATION OF APPLICANT AGENCY:** By submitting a proposal, the applicant covenants and agrees that the applicant has satisfied itself, from its own investigation of the conditions to be met, that the applicant fully understands its obligation and that it will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- J. **OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared for the VDSS pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the contractor in the performance of its obligations under this contract shall be the exclusive property of the VDSS and all such materials shall be remitted to the VDSS upon completion, termination or cancellation of this contract. The contractor shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the contractor's obligations under this contract without the prior written consent of the VDSS. Any materials produced under this contract must bear a statement that the project was supported by the VDSS and identify the title of the funding source.

- K. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- L. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for up to two (2) successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
- M. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the VDSS. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the VDSS the

names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

- N. SMOKE FREE ENVIRONMENT:** By submitting their proposals, offerors certify to the Commonwealth that they will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or granted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.
- O. SUPPLANTATION OF FUNDS:** The applicant assures that funds made available under this contract will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for child abuse prevention services and activities.
- P. IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____

_____	_____	_____
Name of Offeror	Due Date	Time
_____	_____	
Street or Box Number	RFP Number	
_____	_____	
City, State, Zip Code	RFP Title	

Name of Agency Contact Person _____

X. METHOD OF PAYMENT

COMPENSATION: to the Contractor for delivered services shall be as follows:

- A. The Contractor shall be paid on a cost reimbursable basis. Reimbursements will be made quarterly unless a written request for hardship is made and approved by the Virginia Department of Social Services, in which case, reimbursements may be monthly. It is preferred that all reimbursements be deposited electronically through the Virginia Department of Accounts Remittance Electronic Data Exchange (EDI) for expediency. Application information for EDI can be found on the Department of Account's website: www.doa.state.va.us.
- B Actual expenditures shall be invoiced pursuant to approved line

item budget categories in Attachment B.

- C. No amendments to the approved budget may be made without the prior written approval of the purchasing agency. Budget amendments must be requested using the Budget Amendment Request form accompanied by a narrative to the purchasing agency for the purchasing agency's prior approval at least thirty (30) calendar days prior to the intended effective date. No more than two budget amendments will be permitted during the grant period. No budget amendment will be accepted after March 31.
- D. All revenue from the sale of products derived through activities performed pursuant to this contract shall be reported to the purchasing agency and may be applied as an adjustment to defray costs for the purchasing agency.
- E. The invoice period shall be quarterly. The Contractor shall invoice the purchasing agency each invoice period on forms supplied by the purchasing agency and shall submit an invoice showing no services delivered if that is the case in any invoice period. The purchasing agency shall not be obligated to pay for services when the Contractor fails to submit quarterly invoices for such services within thirty (30) calendar days after the close of the invoice period in which services were delivered. Invoices which are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the invoice. Fourth quarter invoices shall be submitted in the following manner: One invoice must be received for the months of April and May only. This invoice must be received by the Department of Social Services no later than June 6. An invoice for June expenditures shall be submitted separately no later than July 10.
- F. If the Contractor fails to correctly provide any services and/or reports as specified in this contract, and in the time period specified herein, the purchasing agency may withhold payment of invoices until said services and/or reports are provided. All services provided by the Contractor pursuant to this contract shall be performed to the satisfaction of the purchasing agency, and in accord with applicable federal, State and local laws, ordinances, rules, regulations and applicable OMB circulars. The Contractor shall not receive payment for work found by the purchasing agency to be unsatisfactory, or performed in violation of federal, State or local laws, ordinances, rule or regulations.

The contractor shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State. Expenditures will be monitored by the Virginia Department of Social Services.

XI. APPLICATION FORMS AND ATTACHMENTS

- A. OVERVIEW OF ACTIVITIES/OUTCOMES FORM**
- B. ITEMIZED BUDGET**
- C. FEDERAL PROGRAM ASSURANCES AND W-9 INSTRUCTIONS**
- C.1 W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER(S) AND CERTIFICATE**
- D. GENERAL CERTIFICATION**
- E. CERTIFICATION REGARDING LOBBYING**
- F. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**
- G.. CERTIFICATION REGARDING ELECTRONIC REIMBURSEMENT**
- H. FUNDING HISTORY**
- I. RFP CHECKLIST**
- J. DIRECTIONS TO PRE-PROPOSAL CONFERENCE**
- K. DIRECTIONS TO THE VIRGINIA DEPARTMENT OF SOCIAL SERVICES**

INSTRUCTIONS FOR COMPLETING ACTIVITIES/OUTCOMES FORM

Performance Measurement is a system for measuring the **results** of public programs.

Why Performance Measurement?

No longer are legislators and funders satisfied with allocating dollars and getting back reports of numbers served and program activities. Performance measurement enables legislators, funding sources, and communities to know what impact the dollars have had i.e. ***what effect or change has resulted from dollars invested and how a person's life or community has been changed.***

Performance measurement starts with "the end in mind" e.g. what do you want to occur as a result of your service?

Performance measurement consists of:

High level outcomes: Desired results in social health or well-being. High level outcomes reflect the longer-term, global effects the program is intended to achieve. e.g. To reduce child abuse and neglect.

Activities: List the key activities/initiatives proposed to achieve the goal(s) and objective(s) of the grant program.

Staff Responsible: Indicate the staff or organizations responsible for carrying out each activity/initiative.

Output: An output is a process measure which describes the conditions under which measurements will be made. This may refer to the timeframe and/or implementation of an activity/initiative, frequency, number of participants, etc. Process measures are *activity focused and contribute to interim outcomes. They do not reflect qualitative outcomes.* E.g. the number of parents participating in parent education classes or the number of community presentations.

Outcomes: Interim improvements in participant's or community progress towards a high level outcome. Interim outcomes reflect a more immediate or direct effects a program is intended to achieve. Outcomes typically address changes in participant performance/behavior that occur as a result of specific activities. They may include, but are not limited to a change or benefit in behavior, knowledge, skills, attitude, values, or condition.

Outcome Measures: Documents the condition of clients after a service has been provided e.g. increased skills, modified behavior, improved condition. Outcome measures address *qualitative outcomes.*

Outcome measures can include research based instruments with demonstrated reliability and validity, statistics, interviews, observations, rating scales, surveys, focus groups, records, goal attainment, etc.

Performance measurement enables program directors and communities to measure program effectiveness and *demonstrate both quantitative and qualitative* results that contribute to a higher level social outcome.

Example:

Strategy

Agency "x" will provide parenting classes for parents known to CPS



Staff Responsible

John Doe



Output

6 weeks, 2 hour sessions for 10-12 participants, during the period of 6/01/03 – 7/15/03



Interim Outcome

Parents will use redirection, positive reinforcement & praise to promote desired behavior



Outcome Measure

80% of parents completing course will use redirection, praise and positive reinforcement as measured by "x" instrument.

OVERVIEW OF ACTIVITIES/OUTCOMES

Attachment A

FROM / / TO / / CONTRACTOR NAME CONTRACT

HIGH LEVEL OUTCOME:				
ACTIVITIES <i>What the service/initiative does.</i>	STAFF RESPONSIBLE	OUTPUT <i>What program produces. Service frequency, participant numbers, begin/end dates.</i>	INTERIM OUTCOMES FOR CHILD, FAMILY OR COMMUNITY <i>Qualitative results from activity. What difference will the service make?</i>	EVALUATION <i>Qualitative & Quantitative Outcome Measures</i>

* Outcomes may be measured using evaluation tools such as surveys, interviews, rating scales, records, case plan goal attainment, observations, statistics, etc.

BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS

Attachment B, page 1

CONTRACT PERIOD: FROM ____/____/____ TO ____/____/____ CONTRACTOR NAME: _____

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST	TOTAL MATCH AMOUNT
SALARIES			
EMP. BENEFITS			
POSTAGE			
RENT & UTILITIES			
EQUIPMENT			
PRINTING			
CONSUMABLE SUPPLIES			
TRAVEL			
OTHER			
TOTAL REQUESTED FROM DSS			

	AMOUNT	PERCENT OF BUDGET
TOTAL REQUESTED FROM DSS		
SUPPLIED FROM MATCH		
TOTAL PROJECT BUDGET		100%

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS

Attachment B, page 2

FROM ____/____/____ TO ____/____/____ CONTRACTOR NAME: _____

SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
STAFF POSITION				
1.				
2.				
3.				
4.				
5.				
6.				
TOTAL SALARIES REQUESTED FROM DSS	-----	-----	-----	

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA				
PENSION/RETIREMENT				
HEALTH INSURANCE				
WORKER'S COMPENSATION				
UNEMPLOYMENT				
OTHER (SPECIFY)				
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

Attachment B, page 3

CONTRACT PERIOD: FROM ____/____/____ TO ____/____/____ CONTRACTORNAME_____

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<i>POSTAGE TOTAL</i>		
Administrative		
Program		
<i>RENT AND UTILITIES TOTAL</i>		
Rent		
Utilities		
Telephone		
<i>EQUIPMENT TOTAL</i>		
Equipment Purchase		
Equipment Rental		
<i>PRINTING TOTAL</i>		
Administrative		
Program		
<i>CONSUMABLE SUPPLIES TOTAL</i>		
Office		
Program		

(continued on Page 4)

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

Attachment B, page 4

CONTRACT PERIOD: FROM ____/____/____ TO ____/____/____ CONTRACTOR NAME: _____

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL		
Administrative		
Program		
OTHER TOTAL		
Insurance		
Professional Fees		
Client Fund		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		

TOTAL AMOUNT REQUESTED FROM DSS:

\$ _____

ITEMIZED BUDGET - MATCH DOCUMENTATION

Attachment B, page 5

CONTRACT PERIOD: FROM ___/___/___ to ___/___/___ CONTRACTOR NAME: _____

BUDGET CATEGORY	BRIEF DESCRIPTION	SOURCE	CASH	IN-KIND VALUE	TOTAL MATCH
Salaries					
Employee Benefits					
Postage					
Rent and Utilities					
Equipment					
Printing					
Consumable Supplies					
Travel					
Other (Specify)					
Total Amounts Supplied by Match					

Attachment C

Authorized Certifying Officials of each provider association applying for funding must sign the following forms listed below to be considered for this grant.

“SF 424B – Assurances – Non-Construction Programs”

“W-9 Request For Taxpayer Identification Number(s) and Certificate”

“SF 424B – Assurances – Non-Construction Programs”

1. Hold the “CTRL” key down while clicking on the link below to access form SF424B – Assurances – Non-Construction Programs, **OR** simply click on the link below to access the form.

<http://www.acf.hhs.gov/programs/ofs/grants/sf424b.pdf>

2. Once the form is accessed, click on “File,” then “Print.”
4. Read, sign and include form “SF424B – Assurances – Non-Construction Programs” in your completed application.

“W-9 Request For Taxpayer Identification Number(s) and Certificate”

1. To access the “W-9 Request For Taxpayer Identification Number(s) and Certificate”, hold the “CTRL” key down while clicking on the link below, then click on “Grants”, select the Child Abuse and Neglect Prevention Program”, select C.1 for the W-9.

<http://www.dss.virginia.gov>

2. Once the form is accessed, click on “File,” then “Print.”
3. Read, sign and include form “W-9 – Request For Taxpayer Identification Number(s) and Certificate” in your completed application.

Attachment C.1

W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER(S) AND CERTIFICATE

Each person or organization doing business with the Commonwealth of Virginia must provide the follow information.
Please return this form in the enclosed envelope.

ORGANIZATION ENTITY:

Please provide reportable name where applicable.

Original Submission
Additional Addresses (See Back of Form)
Address correction

Check Only One:

☐ Individual ☐ Sole Proprietor ☐ Corporation
☐ Partnership ☐ Government ☐ Trust
☐ Estate ☐ Other (Please Describe) _____

Social Security Number _____ and/or Employer Identification Number _____

ENTER THE FOLLOWING:

Legal Name _____
(Must match the Social Security Number, if applicable)

Trade Name _____
(Must match the Employer Identification Number, if applicable)

Payment Address _____ IRS 1099 Form _____

_____ Mailing Address _____

Dun's # _____ Dun's # _____

Contact Person _____ Telephone Number (_____) _____

Please respond to the following: (See back of form for definitions.)

Are you a United States Citizen?	Yes _____	No _____
Is your organization tax exempt?	Yes _____	No _____
Are you a Real Estate Agent?	Yes _____	No _____
Are you a Minority owned business?	Yes _____	No _____
Are you a Woman owned business?	Yes _____	No _____
Are you a Small business?	Yes _____	No _____
Are you a Faith Based Organization?	Yes _____	No _____ (See Back)

If you are a Minority owned business, please indicate the type of Minority.

☐ African American ☐ Hispanic American ☐ Native American
☐ Asian-Pacific American ☐ Subcontinent-Asian American ☐ Other Minority

Are you registered with the Dept. of Minority Business Enterprise? If yes, enter your certificate No. _____.

Government Agencies, please respond to the following:

Are you Federal _____, State _____ or Local _____? (Please check one.)

If you are considered Local, what is your FIPS code ? _____

Certification: Under penalties of perjury, I certify that:

- (1) The number (s) shown on this form is my correct taxpayer identification number (s) (or I am waiting for a number to be issued to me).
 - (2) The organization entity and all other information provided is accurate.
 - (3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding because of a failure to report all interest or dividends or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
 - (4) I am a U.S. person (including a U.S. resident alien).
- (You must cross out item (3) above if you been notified by the IRS that you are currently subject to backup withholding because of under-reporting interest or dividends on your tax return.)

Signature _____

Date _____

Attachment C.1, Page 2

Additional Address

If you have more than one shipping address and/or Purchase Order Address please list these addresses on a separate sheet of paper and attach it to your W-9 form. Identify each type of address as shipping or Purchase Order address. Please include your Dun's number for each site. If you don't have a Duns number you may obtain one by calling 1-888-814-1435

Definitions:

- **Small Business** means a corporation, partnership, sole proprietorship or other legal entity formed for the purpose of making a profit, which is independently owned and operated, and has fewer than 100 employees or less than \$1,000,000 in annual gross receipts.
- **Women-owned business** means a business concern that is at least 51 percent owned by a non-ethnic woman or women (a minority woman is considered as a minority) who are U.S. citizens and who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management of the business. "Ownership" in this context includes stock ownership. **(Please note that when reporting results, a business that is owned and operated by a minority woman will be reported as a minority-owned business and a business that is owned and operated by a non-minority woman will be reported as a woman-owned business.)**
- **Minority-owned business** means any business concern that is at least 51 percent owned by a minority individual or individuals (who are U.S. citizens) who also control and operate it. "Control," "Operate," and "Ownership" have the same meanings mentioned above. "Minority" includes African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent-Asian Americans, and other minorities. "Native Americans" include American Indians, Eskimos, Aleuts and Native Hawaiians. "Asian-Pacific Americans" include U.S. citizens whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Northern Mariana Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia. "Subcontinent-Asian Americans" include U.S. Citizens whose origins are in India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.
- **Faith Based Organizations:** If you consider yourself a Faith Based Organization, please indicate on the front of the form in response to the question "Are you a Faith Based Organization".
- **Department of Minority Business Enterprise:** If you have not registered with the Virginia Department of Business Enterprise, please do so at your earliest convenience. Additional information may be obtained at their web site, www.dmb.state.va.us.

GENERAL CERTIFICATION

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the General Terms and Conditions, Assurances and all other federal and state laws and rules and regulations and OMB circulars that apply to this award.

Authorized Official

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Signature

Title

Date

Organization

Attachment F

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____ Organization

_____ Authorized Signature

Title

Date

Attachment G



CERTIFICATION REGARDING ELECTRONIC REIMBURSEMENT

This document constitutes certification that _____
(Name of Applicant Agency)

is eligible, or will apply for access to, the Virginia Department of Accounts Remittance Electronic Data Interchange Virginia. No reimbursement by check will be made to the applicant agency by the Virginia Department of Social Services.

AUTHORIZED SIGNATURE

TITLE

DATE

Attachment H

VFVPP AND CBFRS/CBCAP FUNDING HISTORY

If applicant agency previously received funds from the Virginia Family Violence Prevention Program for Child Abuse and Neglect Prevention, please indicate awards and expenditures below:

VFVPP - CHILD ABUSE AND NEGLECT PREVENTION:

YEAR (19)	82-83	83-84	84-85	85-86	86-87	87-88	88-89
AWARD \$							
EXPENDED \$							

YEAR (19)	89-90	90-91	91-92	92-93	93-94	94-95	95-96
AWARD \$							
EXPENDED \$							

YEAR	96-97	97-98	98-99	99-2000	00-01	01-02	02-03	03-04
AWARD \$								
EXPENDED \$								

YEAR	04-05	05-06
AWARD \$		
EXPENDED \$		

If applicant agency previously received funds from the Community-Based Family Resource and Support Program and/or Community-Based Child Abuse Prevention (CBCAP), please indicate awards and expenditures below:

CBFRS - COMMUNITY-BASED FAMILY RESOURCE AND SUPPORT & CBCAP

YEAR	1996-97	1997-98	1998-99	1999-2000	2000-01
AWARD \$					
EXPENDED \$					

YEAR	2001-02	02-03	03-04	04-05	05-06
AWARD \$					
EXPENDED \$					

Attachment I

RFP CHECKLIST

Please check the following items to indicate that your proposal contains each of the items described below.

- ☐ One original and 5 copies of the proposal and one blank copy of the RFP attached to the original proposal
- ☐ Original signature on original proposal and the 5 copies of the proposal
- ☐ Addenda, if any were issued
- ☐ RFP checklist
- ☐ Project Activities/Outcomes Narrative
- ☐ Activities/Outcome Form (Attachment A)
- ☐ Budget (Attachment B)
- ☐ Fiscal Officer Statement (with signature) certifying agency has sufficient funds to cover expenses on a quarterly basis
- ☐ W-9 (Instructions in Attachment C, Form in Attachment C.1)
- ☐ Letters of Support
- ☐ Interagency Agreements or comparable document(s) demonstrating community collaboration in the planning and provision of child abuse and neglect prevention services **and** list of collaborative/coordinating agencies.
- ☐ Job Descriptions
- ☐ Agency's Non-Discrimination in Employment Policy
- ☐ Confidentiality Policy
- ☐ Assurances (Instructions in Attachment C)
- ☐ General Certification (Attachment D)
- ☐ Lobbying Certification
- ☐ Debarment Certification
- ☐ EDI Certification

☐ Funding History

RFP Checklist
Page Two

☐ Copy of Most Recent Evaluation

☐ Other Required Attachments for Private Non-Profits

- ☐ Certificate of Incorporation
- ☐ 501(c)3
- ☐ copy of the organization's by-laws and/or mission statement to ascertain the eligibility of the applicant
- ☐ List of the current members of the Board of Directors
- ☐ 2005 -2006 fiscal year operating budget, including funding sources
- ☐ 2004-2005 statement of actual costs including a listing of the sources of funding

**Directions to Wythe Building
Central Area Training Center**

Forest Office Park
1604 Santa Rosa Road
Richmond, VA 23229
804-662-7471

For Child Abuse Prevention Pre-Proposal Conference (See Map Below)

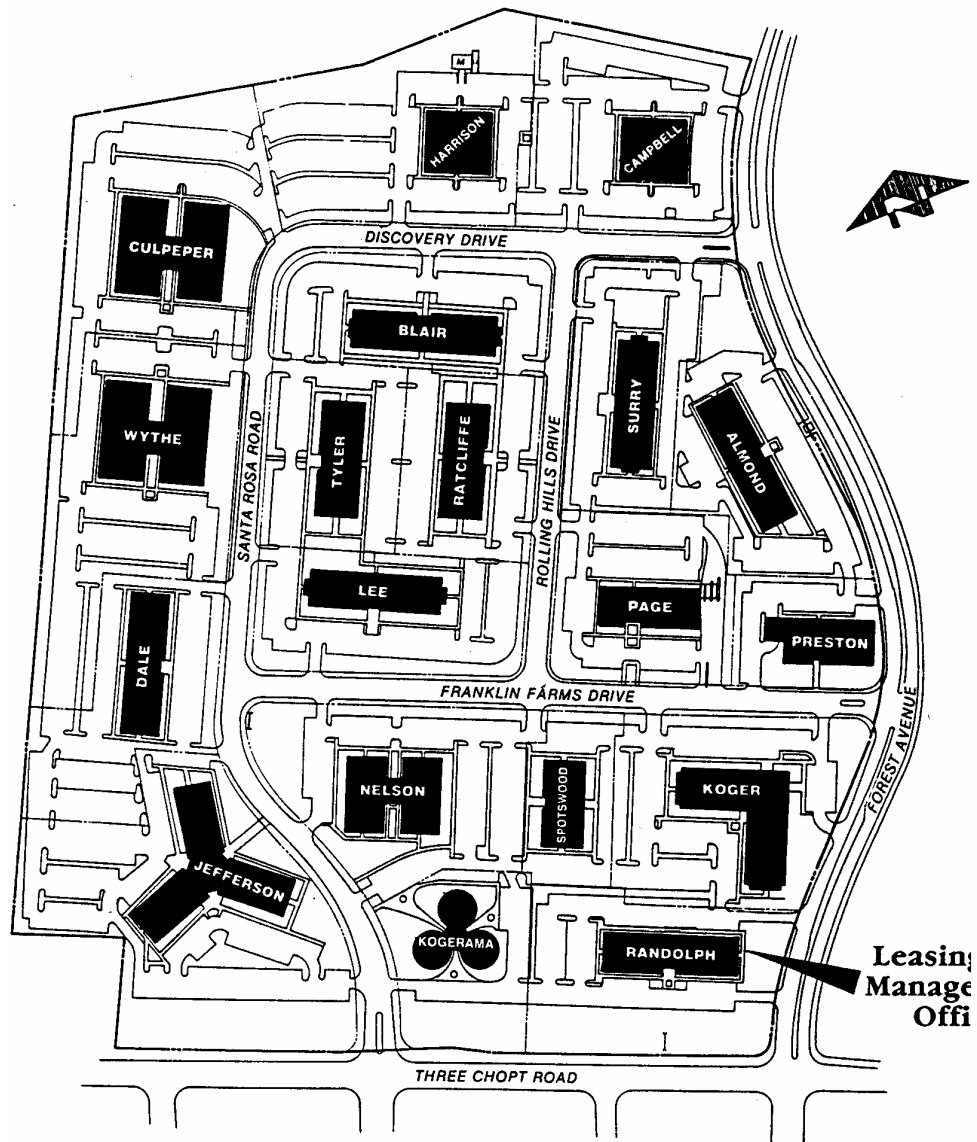
Traveling on Interstate 64 East: Approaching Richmond from the west (Roanoke, Lynchburg, Charlottesville, etc.), take the BROAD ST. ROAD/GLENSIDE DRIVE EXIT 183 off I-64. Go RIGHT off the exit onto GLENSIDE DRIVE, following the blue hospital sign. **Go to “Final Approach” below.**

Traveling on Interstate 64 West: Approaching Richmond from the east (Virginia Beach, Norfolk, Williamsburg, etc.), follow I-64 West through Richmond using I-95 North. Leave I-95 North at the CHARLOTTESVILLE EXIT, continuing on I-64 West. Take the GLENSIDE DRIVE SOUTH EXIT 183A. **Go to “Final Approach” below.**

Traveling on Interstate 95 North: Approaching Richmond from the south (Hopewell, Petersburg, Emporia, etc.) take the CHARLOTTESVILLE EXIT onto I-64 West. Take the GLENSIDE DRIVE SOUTH EXIT 183A. **Go to “Final Approach” below.**

Traveling on Interstate 95 South: Approaching Richmond from the north (Winchester, Fairfax, Arlington, etc.) take the I-295 EXIT marked CHARLOTTESVILLE I-64. When I-295 ends, in approximately 9 miles, take the I-64 EAST EXIT toward Richmond. Take the BROAD ST./GLENSIDE DRIVE EXIT 183. Go RIGHT off the exit, following the blue hospital sign. **Go to “Final Approach” below.**

Final Approach: Continue on GLENSIDE DRIVE a short distance (3/10 mi.) to the stoplight at FOREST AVENUE. Turn RIGHT onto FOREST AVENUE and continue approximately 1½ miles to the stoplight at DISCOVERY DRIVE (you will cross SKIPWITH ROAD and pass HENRICO DOCTORS' HOSPITAL on the left.) At the stoplight, turn RIGHT onto DISCOVERY DRIVE. DISCOVERY DRIVE turns sharply to the left and becomes SANTA ROSA ROAD. As you make this turn, the WYTHE BLDG. is on your right. There is parking on three sides of the building.



Leasing
Management
Office

Attachment K

Directions to Virginia Department of Social Services (VDSS)

From the East: Take Interstate 64 West toward Richmond and exit at the I-95 S / 3rd Street - EXIT 190-on the LEFT toward Petersburg / Downtown / Coliseum. Stay STRAIGHT onto North 3rd St. Turn LEFT onto Franklin Street. Turn RIGHT onto Eighth Street. VDSS is on the left, mid block.

From the West: Take Interstate 64 East to Richmond and take Exit 186 on to I-95 South. Take Exit 75 to 3rd Street exit toward Coliseum/ Downtown. Stay STRAIGHT to go onto N 3RD ST. Continue on 3rd Street and turn LEFT onto Franklin Street. Turn RIGHT onto Eighth Street. VDSS is on the left, mid block.

From the North: Take Interstate 95 South to Richmond. Take Exit 75, I-64 East toward Williamsburg/Norfolk. Take the 3rd Street Exit toward Coliseum/ Downtown. Stay STRAIGHT to go onto North 3RD ST. Continue on 3rd Street and turn LEFT onto Franklin Street. Turn RIGHT onto Eighth Street. VDSS is on the left, mid block.

From the South: Take Interstate 95 North to Richmond. Take Exit 74C West US 33-250/Broad Street. Turn LEFT onto Eighth Street. VDSS is located 2 ½ blocks on the left.

Parking lots and on-street metered parking are available around VDSS.